

STATUS OF ACTIONS TO BE TAKEN AS OF 12 DEC 79:

- ITEM 1. Training plan completed and priorities assigned. Copy attached. Our plan is \$15K in excess of budget, but we have been told there will be no problem in switching funds to cover essential training. The source of the extra funds has not yet been determined. ✓
- ITEM 2. A new job description with request for upgrade to GS09 was submitted to PMCD along with the T/O package you recently signed. Increased authority with OS for Luz and less tasking of Tom by OS are under negotiation. ✓
- ITEM 3. D/ORD and ADD/ORD have discussed DPR employees with their new division chief. *See me*
- ITEM 4. Both medal and award have been held up because of a lack of a definitive assessment from CGCR. [redacted] has indicated he would prefer to wait until [redacted] has been in operation for sufficiently long to see whether it is truly useful. STAT
- ITEM 5. Medal for [redacted] will be presented to the [redacted] family by the DDCI on Friday, 14 Dec. STAT
- ITEM 6. Memo has been distributed. There has been no response. Memo attached. *(Clerical Assistance)* *See me*
- ITEM 7. One secretary has been re-oriented. Requests for training have been submitted on the rest. They will attend as slots become available. A special session on the IBM 6640 printer was held and all were introduced to its capabilities. Little additional use has been made of it since then however.
- ITEM 8. Memos were prepared, coordinated, and presented. *Let me see* *Relational employees* STAT
- ITEM 9. Memo sent. [redacted] participated in a job fair in Philadelphia as a result. Memo attached. *what about response to Sabbathical proposal?* STAT
- ITEM 10. I found such a list too extensive to be practical. *agree* Instead, I asked the recruiters to arrange to include Don in an appropriate campus visit, particularly on the West Coast in conjunction with one of Don's contractor visits.
- ITEM 11. Not yet prepared. *when?* [redacted] has attended Intro to CIA, DDCI Orientation, and Project Officer in the Contract Cycle, our normal introductory program and is participating in his division's external training. STAT
- ITEM 12. Letter for [redacted] attached. DPR has not sent a letter on [redacted] *follow-up* STAT